

<p style="text-align: center;"><u>Tagging Case Numbers</u></p> <ol style="list-style-type: none"> 1. Select/highlight the file(s) you wish to tag with a Case Number 2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane 3. Click Add 4. In the Tag drop down select 'NetRMS Case Number' 5. In the Value box enter the case number 6. Click OK then Apply <p>*Tag files with a NetRMS case number prior to sending to the DA</p>	<p style="text-align: center;"><u>Sending to the DA</u></p> <ol style="list-style-type: none"> 1. Select/highlight the file(s) you wish to send 2. Verify the file already has a NetRMS Case Number tag applied 3. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane 4. Click Add 5. In the Tag drop-down select 'Share' 6. In the Value section select 'DA' 7. Click OK then Apply <p>* Once this tag is applied, copies of the videos will be sent to a “bucket” which the DA has access to and will search by Case Number</p>
<p style="text-align: center;"><u>Assigning Cameras</u></p> <ol style="list-style-type: none"> 1. Click the arrow symbol by your name in top right corner and then click 'Administration' 2. A Management box will appear, select 'Devices' on the left side 3. Enter the serial number of the BWC you are assigning in the serial number field and click "Select" 4. Select Search on the upper right side of the management box 5. Below the search fields you will see the serial number and BWC information appear 6. Click on the blue link below the section titled "Assigned To" 7. A text box will appear. In the "Find" search field, search for the name of the deputy you wish to assign the BWC to and click "Select" 8. <u>Once you have assigned the camera, remove and re-dock</u> 	<p style="text-align: center;"><u>Adding a User</u></p> <ol style="list-style-type: none"> 1. Highlight the desired file(s) 2. Right Click and select 'Properties' 3. The Properties window will appear with a drop down for Primary and Secondary User 4. The primary user should have the user that made the recording 5. Select the secondary user field and begin typing the name of the individual you wish to be the secondary user 6. A text box will appear where you can search the name and click "Select" 7. Once the secondary user has completed viewing and no longer needs access you can remove them from secondary user field and return to “None”